

**Minutes**  
**County Road Administration Board**  
**April 17-18, 2003**  
**CRAB Office – Olympia, Washington**

**Members Present:** Grant County Commissioner Tim Snead, Chair  
Asotin County Commissioner Don Scheibe, Vice-Chair  
Jim Whitbread, Stevens County Engineer  
Randy Casteel, Kitsap County Engineer  
Clark County Commissioner Judie Stanton\*  
Garfield County Commissioner Dean Burton  
Walla Walla County Commissioner Dave Carey  
Bob Breshears, Lincoln County Engineer

**Members Absent:** Pierce County Council Member Harold Moss

**Staff Present:** Jay Weber, Executive Director  
Steve Hillesland, Assistant Director  
Karen Pendleton, Executive Assistant  
Randy Hart, Grant Programs Manager\*  
Dave Whitcher, PMS Manager\*  
Larry Pearson, Maintenance Manager\*  
Steve Dietrich, Legal Counsel\*

**Guests:** Denise Tabler, Office of Financial Management/SACS\*  
Reid Wheeler, WMS\*  
Phil Merrell, Walla Walla County\*  
Tim Fife, Franklin County\*  
Ramiro Chavez, Pierce County\*  
Scott Merriman, WSAC\*  
Bob McEwen, Snohomish County\*  
Greg Pezoldt, Chelan County\*  
Gary Owen, Chelan County\*\*  
Greg Partch, Whitman County Commissioner

**CALL TO ORDER**

Chair Snead called the County Road Administration Board quarterly meeting to order at 1:00 PM on Thursday, April 17, 2003, at the CRAB Office in Olympia.

\*1<sup>st</sup> day of attendance only

\*\*2<sup>nd</sup> day of attendance only

## **LEGISLATIVE ISSUES**

Mr. Weber introduced Scott Merriman, WSAC to give a brief overview on the status of the House of Representatives transportation budget bill 1163. Mr. Merriman announced that the Senate has amended the House's transportation bill to include CRAB and TIB as separate agencies but also includes the language creating the new Local Grants Board as stated in SB5527. The House's original bill 1163 included CRAB and TIB as separate agencies but the Senate's bill 5338 did not. Mr. Merriman concluded that things are looking positive at this time and urged Board members to personally thank those Representatives and Senators that have worked to keep CRAB a separate agency during this legislative session.

## **CHAIR'S REPORT**

### **Approve April 17-18, 2003 Agenda**

Commissioner Stanton moved and Commissioner Carey seconded to approve the agenda. **Motion carried.**

### **Approve Minutes of January 16-17, 2003 CRABoard Meeting**

Commissioner Stanton moved and Mr. Casteel seconded to approve the minutes of the January 16-17, 2003, CRABoard meeting minutes.

**Motion carried.**

### **Welcome New CRABoard Members**

Chair Snead welcomed Jim Whitbread, Stevens County Engineer to the CRABoard. He also re-welcomed Bob Breshears, Lincoln County Engineer back to the Board.

## **DIRECTOR'S REPORT**

### **CRABoard Position – Terms expire June 30, 2003**

Mr. Weber referred to a letter to Council Member Harold Moss, WSAC President announcing the upcoming vacancies of the following three CRABoard members:

Council Member Moss  
Commissioner Scheibe  
County Engineer Randy Casteel

Mr. Weber concluded by reviewing a letter from Mr. Casteel stating that he would not be submitting a letter to the WSACE expressing interest in reappointment to the CRABoard.

### **County Engineer/PWD Status**

Mr. Weber announced that San Juan County has appointed Gerald Rasmussen as the San Juan County Road Engineer effective February 11, 2003.

### **County Visits**

Mr. Weber announced that he and Mr. Olsen had completed six official county reviews since the January 2003 CRABoard meeting. Specifically:

Lewis County – January 23, 2003  
 Clark County – February 19, 2003  
 Skamania County – February 20, 2003  
 Wahkiakum County – February 26, 2003  
 Grays Harbor County – March 11, 2003  
 Pacific County – March 13, 2003

### **County Audits**

Mr. Weber noted that CRAB has received audit reports for five counties since the January 2003 Board meeting. Specifically:

1. Snohomish County: SAO #64308, issued on January 10, 2003, covering the period of January 1, 2001 to December 31, 2001. This audit did not detail any findings involving County Road Funds.
2. Chelan County: SAO #63711, issued on September 20, 2002 and reissued January 17, 2003, covering the period of January 1, 2001 to December 31, 2001. This audit corrected errors in the earlier report. No new findings involving County Road Funds were issued.
3. Island County: SAO #64266, issued on December 27, 2002 and reissued January 27, 2003, covering the period of January 1, 2001 to December 31, 2001. This audit corrected errors in the earlier report. No new findings involving County Road Funds were issued.
4. Spokane County: SAO #64311, issued on January 17, 2003, covering the period of January 1, 2001 to December 31, 2001. This audit issued one new finding, updated three prior findings (one has been resolved). No new findings involving County Road Funds were issued.
5. Stevens County: SAO #64423, issued on February 21, 2003, covering the period of January 1, 2001 to December 31, 2001. This audit issued two new finding, updated six prior findings (four have been resolved). No new findings involving County Road Funds were issued.

### **Deputy Director's Activities and Visits since January 2003**

Mr. Weber reported the following activities of Mr. Olsen's since the January 2003 CRABoard meeting:

First Wednesday of Feb, Mar & Apr – WSEMCOT Meeting @ Camp Murray.

29-31 Jan: Professional Development Conference.  
 5-6 Mar: 54<sup>th</sup> Road Builder's Clinic Panel Moderator  
 6 Mar: NE Region RAP meeting – Ephrata  
 21 Mar: FMSIB Meeting – Olympia  
 22-28 Mar: NACE Conference – Biloxi MS  
 3-4 Apr: Western District Meeting – Olympia  
 10-11 Apr: Eastern District Meeting - Clarkston

### **WSACE Engineer of the Year**

Mr. Weber noted that it was time again for County Commissioners and Council Members to consider their Engineer for the award of "WSACE Engineer of the Year". The award will be made during the annual engineer's banquet at the Association meeting in June in Spokane.

### **Annual Certification**

Mr. Weber presented four tables outlining 2002 Annual Certification, Day Labor, and a letter from Greg Kolle, WSDOT stating that all counties are in compliance with National Bridge Inspection requirements. He concluded that all 39 counties are in compliance with the provisions of RCW 37.78.090 as they relate to the issuance of Certificates of Good Practice.

After Board discussion Vice-Chair Scheibe moved and Mr. Casteel seconded to approve Resolution 2003-003 transmitting a Certificate of Good Practice to the State Treasurer on behalf of Washington's 39 counties. **Motion carried.**

## **BUDGET REPORT**

Ms. Tabler reviewed CRAB's current budget status through April 15, 2003.

## **RURAL ARTERIAL PROGRAM**

### **Program Status Report**

Mr. Hart reviewed the status of the Rural Arterial Program and a one page graph on the RATA Account Balance History.

### **Regional Meeting Update**

Mr. Hart discussed the following major issues of discussion at regional RAP meetings:

1. Pierce County Statute Proposal – all regions
2. Rating criteria issues: a. 3R rating methods - NW, SE, SW; b. Gravel Roads – NE and SE
3. Project schedules and the RATA balance – all regions

### **Resolution 2003-004 Apportion RATA Funds to Regions**

Mr. Hart reviewed Resolution 2003-004 to apportion RATA Funds to Regions. The Resolution accrues the amount of \$4,593,655 now credited to RATA be apportioned to the regions by the established 2001/2003 biennium regional percentages after setting aside \$137,810 (3%) for administration. After discussion Mr. Breshears moved and Commissioner Burton seconded to approve Resolution 2003-004.

**Motion carried.**

### **Resolutions 2003-005(a) and Resolution 2003-005(b)**

Mr. Hart presented Resolutions 2003-005(a) and Resolution 2003-005(b) to the Board. He noted that the only difference in the Resolutions is that Resolution 2003-005(b) based on the best available estimate of 2005-2007 biennium revenues, includes interest, whereas Resolution 2003-005(a) does not include interest.

Mr. Hart concluded recommending adoption of Resolution 2003-005(b) to include interest.

After Board discussion Vice-Chair Scheibe moved and Mr. Whitbread seconded to approve Resolution 2003-005(b) approving projects in the five regions and allocates the estimated 2005-07 biennium funds to the listed projects in the amounts shown in the Resolution. **Motion carried.**

### **Garfield County – Scope Change Request**

Mr. Hart reviewed Garfield County's request for a scope change on the Mayview Road RAP project numbers 1295-03 and 1299-01.

The rating of the projects will not change due to this minor increase in lengths. A number of hazardous curves exist throughout both projects. He concluded by stating that he agrees that the curve improvements fit more easily geometrically with project 1299-01, and recommends approval of Garfield County's scope change request, establishing the new project limits as milepost 1.78 to 6.65 for project 1295-03 and 6.65 to 10.01 for project 1299-01.

Commissioner Burton abstained from voting. Commissioner Stanton moved and Mr. Casteel seconded to approve Garfield County's request for a scope change to RAP Projects 1295-03 and 1299-01. **Motion carried.**

### **Chelan County – Scope Change Reduction**

Mr. Hart reviewed Chelan County's request for a scope reduction for the Chumstick Highway 2 project. The request is to eliminate the section of the project at a railroad crossing with no change in RATA funding.

The rating of the project as a result of the January 16, 2003 scope reduction dropped from 94.96 to 74.80. The new rating due to the current request will be 76.45. The increase in points demonstrates that the remaining alignment and safety deficiencies are now concentrated on a shorter project. The lowest ranked and funded project on the same 1995-97 biennium array was Lincoln County's Bagdad Road at 54.10. Since the re-scoped Chumstick Highway 2 project still ranks above the funding cut-off and the county is still committed to the remaining width, alignment and surfacing improvements in keeping with the 3R status of the submittal. He concluded recommending approval of the scope change with no change in RATA funding, since the revised project will still require approximately 30% county matching funds.

After discussion, Vice-Chair Scheibe moved and Commissioner Burton seconded to approve Chelan County's scope change request for their Chumstick Highway 2, RAP project 0495-02. **Motion carried.**

## **2:00 PM - PUBLIC HEARING**

Chair Snead opened the public hearing at 2:00 p.m.

### **WAC 136-161-080 Limitations on allocations of RATA funds to counties.**

Chair Snead called for staff presentation regarding WAC 136-161-080.

Mr. Hart announced that the North West Region's maximum project RATA contribution is five hundred thousand dollars; twenty-five percent limit on percentage of the forecasted regional apportionment amount. The proposal replaces "twenty-five" with "except that on one project for each county there is a maximum RATA contribution of seven hundred fifty thousand dollars; twenty".

Chair Snead opened the floor for public testimony. Hearing none, Commissioner Burton motioned and Vice-Chair Scheibe seconded to close the public hearing.

**Motion carried.**

After discussion, Vice-Chair Scheibe moved to adopt changes to WAC 136-161-080 and Commissioner Burton seconded. **Motion carried.**

## **RURAL ARTERIAL PROGRAM CONTINUED**

### **Pierce County Statute Proposal Update**

Mr. Hart reviewed Pierce County's proposal to pursue revising RCW 36.79.010 allowing counties to use local functional classes to determine RAP eligibility and RCW 36.79.040 apportionment of RATA funds using federal rural areas only.

Mr. Hart noted that Ramiro Chavez, Pierce County presented Pierce County's proposal to the CRABoard at the Board's January 17, 2003 meeting, requesting CRAB's support for the proposal which is planned to be submitted during the 2004 legislature session. The CRABoard elected to make no decision until additional specifics and other information became available. Staff was therefore directed to:

1. Determine the effects the two proposals would have on the Rural Arterial Program and counties in general.
2. Work with each county to determine the impact if either change is adopted.
3. Develop a proposed policy on design standards for RAP projects, in relation to the several combinations of Urban Areas and Growth Management areas and local standards.

Mr. Hart reviewed the first section of CRAB staff findings and invited Dave Whitcher to review the impact to eligible road miles. Dave listed the road log and reporting status for the impacted counties. Actual total miles are not reported in exact detail yet because many of these roads are currently not RAP eligible, and the calculations have not yet been for roads being converted from rural to urban.

Members of the board were concerned at this point that they need to hear from their own county engineers regarding the proposal and the impacts to their counties. After some additional discussion, the Board asked staff and Mr. Chavez to discuss Pierce County's proposal with the full County Engineer group at the statewide Summer Convention in June and report back to them at the July CRABoard meeting.

### **INFORMATION SERVICES**

Mr. Hillesland briefed the Board on activities of the IT division, specifically:

- Mobility Release and Training
- Eagle Point Training Update
- CRIS Training
- Computer Security

### **COST ACCOUNTING PRESENTATION**

Tim Fife, Franklin County briefed the Board on the history of how Cost Accounting became an issue with the County Engineering Departments.

Phil Merrell, Walla Walla County noted that at the WSACE Summer Conference in Bellevue last summer, there was a significant interest in exploring the possibility of a group purchase of cost accounting software for County Public Works Departments. An ad hoc committee was formed to determine what options are available. Jerry Hauth prepared and

distributed a survey to determine what cost accounting software was currently in use in the counties and what the levels of satisfaction were. The results of the survey varied widely, but it and personal contacts with many counties convinced the ad hoc committee that there was significant interest in continuing the process the engineers had started.

The committee met several times and has made some field trips to evaluate software. At this point, two software systems have become leading candidates, specifically:

CAMS by Cascade Software, Inc.  
IRIS by the Association of Oregon Counties

Mr. Merrell noted three possibilities for purchasing either system that they see as worth considering at this point, specifically:

The Eagle Point Model  
The User Group Model  
The on your own model

He concluded reviewing a survey sent to each of the 39 counties and the results of the survey.

Mr. Weber stated that he appreciated the work that the group completed and that CRAB could not financially and does not have the FTE authority to support the project.

He concluded that CRAB staff could support in negotiations with the AOC.

After thorough discussions from the Board, Commissioner Burton suggested tabling any decision until Friday morning.

Vice-Chair Scheibe moved and Commissioner Burton seconded to table any decision until Friday morning April 18, 2003. **Motion carried.**

**CHAIR SNEAD RECESSED THE FIRST DAY OF THE SPRING CRABOARD MEETING  
AT 5:10 PM THURSDAY, APRIL 17, 2003.**



**County Road Administration Board**  
**April 18, 2003**  
**Friday**

**CALL TO ORDER**

Chair Snead called to order the second day of the spring CRABoard meeting at 9:00 AM on April 18, 2003.

**COST ACCOUNTING PRESENTATION Continued**

Phil Merrell, Walla Walla County gave a brief presentation on Oregon's IRIS program.

Mr. Weber briefed the Board on the costs of implementation and CRAB's inability to fund the program.

After discussion, Vice-Chair Scheibe moved and Commissioner Burton seconded to direct CRAB staff, using available resources, to continue discussion and possible implementation of a Cost Accounting System for Washington's counties. **Motion carried.**

**EXECUTIVE SESSION (RCW 42.30.110)**

Chair Snead called for Executive Session regarding a personnel issue at 10:00 AM.

The Board adjourned from Executive Session at 10:15 AM noting that no action was taken.

Chair Snead moved and Vice-Chair Scheibe seconded to adjourn at 10:16 AM. **Motion carried.**

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 Chairman

ATTEST: \_\_\_\_\_